



Web Site User Guide

This user guide will enable users to explore the facilities of the new web facility in the following categories

1. Home Page Guide to facilities including Registration & login
2. Placing an order – Checking Stock
3. Special Offers
4. My Account

If you have any questions please contact the help desk by emailing registration@mcdscotland.co.uk & one of our Web Team will quickly be in contact with you. This guide is also downloadable from the Web Site.

MCD Scotland Web Team

Q
Sign In

Insist on the **RED** carpet treatment

[Home](#)
[View Products](#)
[Register](#)

[Carpet](#) | [Vinyl](#) | [Laminate](#) | [Wood](#) | [LVT](#) | [Contract](#) | [Floor Prep](#) | [Carpet Tiles](#) | [Underlays](#) | [Accessories](#) | [Tools](#) | [Artificial Grass](#) | [Rugs](#)

Essence Maze Random Lay Tile
No Batching required –
Exclusive to MCD Scotland
Contact your rep for more details

Triple Twist - All 3 weights in stock for next day delivery
Stands available, contact your rep for details

DOWNLOADS
[Grass installation guide >](#)

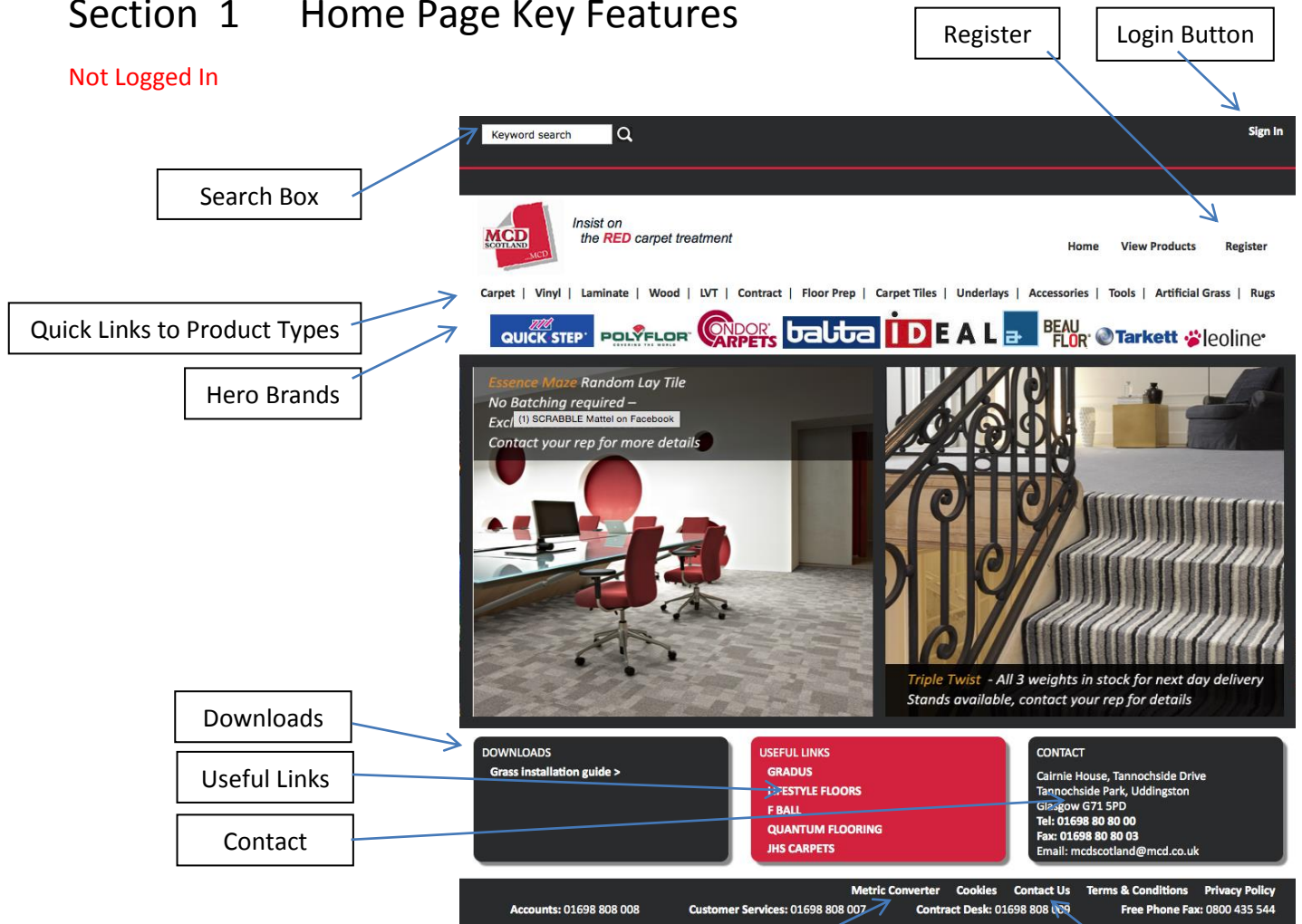
USEFUL LINKS
[GRADUS](#)
[LIFESTYLE FLOORS](#)
[F BALL](#)
[QUANTUM FLOORING](#)
[JHS CARPETS](#)

CONTACT
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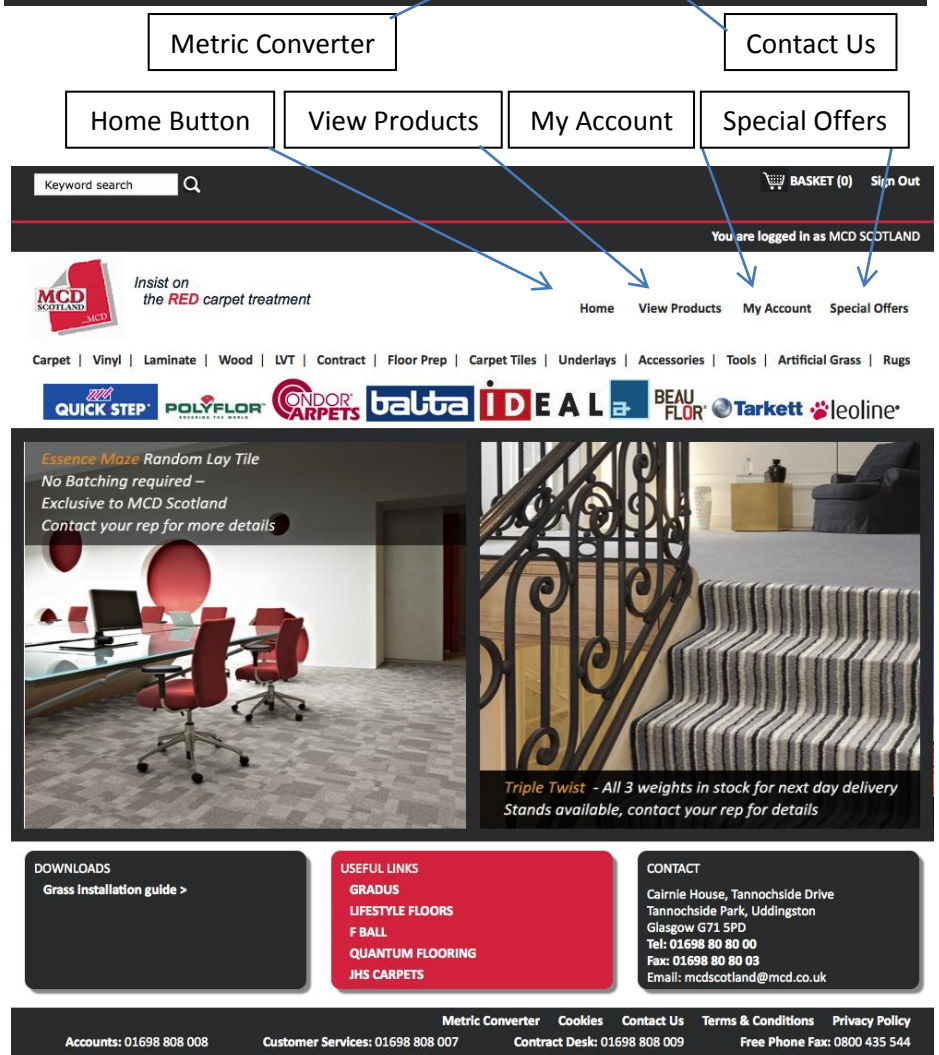
[Metric Converter](#)
[Cookies](#)
[Contact Us](#)
[Terms & Conditions](#)
[Privacy Policy](#)

Section 1 Home Page Key Features

Not Logged In



Logged In



1. Register/Login

- a. **Register** – Click here to register for an online account, complete the details and one of our Web Team will set up your Web details and email you back with further instructions to complete the registration process.

Register
Home > Register

To register for an internet trading account, please fill in the following fields and a member of our team will get back to you shortly.

Account Details	Contact Details
Account Number: <input type="text"/>	Contact Name: <input type="text"/>
Company Name: <input type="text"/>	Email: <input type="text"/>
Required Username: <input type="text"/>	Tel: <input type="text"/>
	<input type="button" value="Send Details"/>

- b. **Login** existing users click here to login to your account, if you have forgotten your login details or password follow the links and our Web Team will get you back on line. For security reasons we are unable to give details over the phone. Password are case sensitive

Login

Username

Password

[Forgotten Password?](#)

☐ Keep me logged in

Don't have a trade account? [Register now](#)

2. **Search Box** – Enter a Quality or design name here, click search & the Web Site will display all matching options = click on one to check stock-place orders.

Your keyword:
Buckingham

Filter by category

☐ Artificial Grass
☐ Carpet
☐ LVT

Filter by backing

☐ ACTIONBAC
☐ BLACK LATEX WITH DRAINAGE HOLES

Filter by brand

☐ ASSOCIATED WEAVERS
☐ CONDOR GRASS
☐ LIFESTYLE FLOORS

Filter by width

☐ 0.00m
☐ 2.00m
☐ 4.00m
☐ 5.00m

Filter by pattern

Search Results

Displaying 1 to 4 of 4 Products per page 45

Carpet

Product	Description
CALIFORNIA DREAMS 29 BUCKINGHAM	Luxury Carved Saxony

Luxury Vinyl Tiles

Product	Description
PALACE DRYBACK 60099897 BUCKINGHAM OAK 9" PLANK 3.468M2	LIFESTYLE LVT
PALACE 5G 70099897 BUCKINGHAM OAK 9" PLANK 2.011M2	LIFESTYLE CLICK LVT

Artificial Grass

Product	Description
GRASS BUCKINGHAM	UV Stabilized Artificial Grass

3. **Quick Links to Product Types** – these Icons will always remain visible at the top of each web page so you can quickly navigate to alternative products. In this example clicking on Carpet displays carpet products in alphabetical order. Product types are also available from the drop menu under **View Products**.

Quick Links to Product Types

View Products

Search Results

4. **Hero Brands** – Click on these icons to display all products within that brand, click the arrows to scroll right or left to see more hero brands, in this example we clicked “Quickstep” to show all Quickstep products, then click on a product to see the detailed designs/colours & widths

Hero Brands

Search Results

5. Downloads and Useful Links

Downloads will access downloadable documents such as price lists & user guides

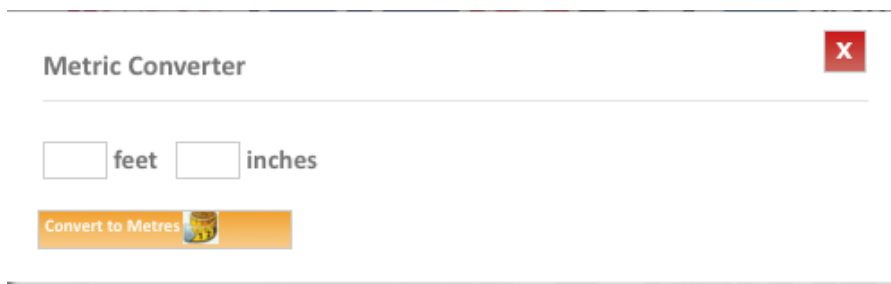
Useful Links will connect you to our manufacturers web sites & help sites

DOWNLOADS
Grass installation guide >

USEFUL LINKS
GRADUS
LIFESTYLE FLOORS
F BALL
QUANTUM FLOORING
JHS CARPETS

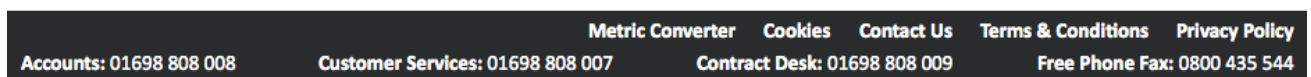
6. Metric Converter

A handy converter to change your imperial measurements to metric
(The website only accepts metric orders)

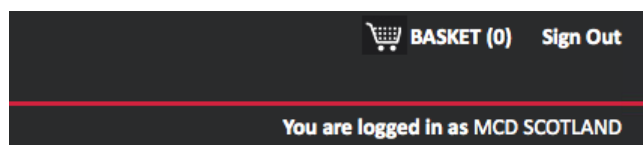


7. Contact

Our Contact details with Hyperlinked email address. Other Contact numbers along bottom of homepage



8. Page Constants Buttons at the top of the page always available



[Home](#) [View Products](#) [My Account](#) [Special Offers](#)

- i. **Basket** - Confirms number of items currently in your basket. Click to view basket.
- ii. **Sign out** - Click to sign out of site. Below is confirmation of account you're logged in as. Unless you checked the box to "keep me logged in " when you signed in, you will be automatically signed out if the web site is inactive for a period of time. If you log out with items in your basket they will be discarded.
- iii. **Home Button** – Click on this at any time to return to the home screen .
- iv. **View Products** – Drop down menu of the Quick Link to Product Types in point 3 above
- v. **My Account** – See Section 4
- vi. **Special Offers** – See Section 3

Section 2 Placing an Order – Checking Stock

1. Product Selection – from the home screen in this example we have selected Carpet as our Main type – the Web Site will display all Carpet Qualities in Alphabetical order

MCD SCOTLAND *Insist on the RED carpet treatment*

Home View Products My Account Special Offers

Carpet Vinyl Laminate Wood LVT Contract Floor Prep Carpet Tiles Underlays Accessories Tools Artificial Grass Rugs

QUICK STEP **POLYFLOR** **CONDOR CARPETS** **balta** **IDEAL** **BEAU FLOR** **Tarkett** **leoline**

[View as list](#)

Filter by category

- ☐ Bathroom
- ☐ Cut & Loop (Nylon)
- ☐ Cut & Loop (Polypropylene)
- ☐ Cut Pile (Nylon)
- ☐ Cut Pile (Polypropylene)
- ☐ Cut Pile Print
- ☐ Entrance Matting
- ☐ Fibrebonded
- ☐ Flocked Flooring
- ☐ Loop Pile (Polypropylene)
- ☐ Loop Pile (Wool Content)
- ☐ Saxony (Polyester)
- ☐ Saxony (Polypropylene)
- ☐ Shag Pile
- ☐ Twist Pile (PET)
- ☐ Twist Pile (Polypropylene)
- ☐ Twist Pile (Wool Content)

CARPET

Displaying 1 to 45 of 479 [Printer Friendly Version](#) Products per page 45

balta	IDEAL	CONDOR CARPETS	CONDOR CARPETS	Mr Tomkinson
AIM HIGH	AINTREE & ASCOT	AMALFI TWIST	AMBASSADOR	AMETHYST SAXONY
Widths: 4m Backing: TEXFLOR FELT	Widths: 4/5m Backing: FELTBAC	Widths: 4/5m Backing: ACTIONBAC	Widths: 4/5m Backing: ACTIONBAC	Widths: 4m Backing: SECONDARY SYNTHETIC
More Details	More Details	More Details	More Details	More Details

2. Filtering - Down the left hand side are a number of filters that restrict the number of products displayed – the filters applied are shown at the top of the filter box, they can be cancelled at any time by clicking the “X” next to the filter.

MCD SCOTLAND *Insist on the RED carpet treatment*

Home View Products My Account Special Offers

Carpet Vinyl Laminate Wood LVT Contract Floor Prep Carpet Tiles Underlays Accessories Tools Artificial Grass Rugs

QUICK STEP **POLYFLOR** **CONDOR CARPETS** **balta** **IDEAL** **BEAU FLOR** **Tarkett** **leoline**

Your Filters

Category
Twist Pile (Polypropylene) X

Brand
ASSOCIATED WEAVERS X

Width
5.00m X

[View as list](#)

Filter by category

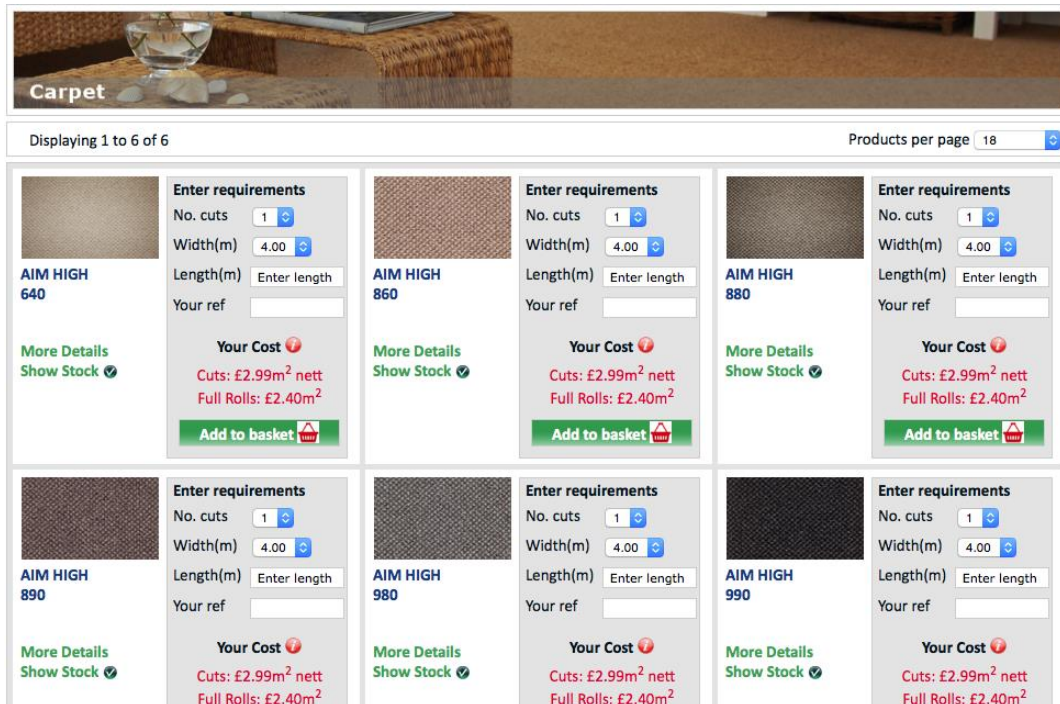
- ☐ Bathroom
- ☐ Cut & Loop (Nylon)
- ☐ Cut & Loop (Polypropylene)
- ☐ Cut Pile (Nylon)
- ☐ Cut Pile (Polypropylene)
- ☐ Cut Pile Print
- ☐ Entrance Matting

CARPET

Displaying 1 to 29 of 29 [Printer Friendly Version](#) Products per page 45

ASSOCIATED WEAVERS	ASSOCIATED WEAVERS	ASSOCIATED WEAVERS	ASSOCIATED WEAVERS	ASSOCIATED WEAVERS
BRIAR TWIST DELUXE	BRIAR TWIST SUPREME	CLASSIC HEATHERS	COUNTRY BERBER DELUXE	COUNTRY BERBER SUPREME
Widths: 4/5m Backing: ACTIONBAC	Widths: 4/5m Backing: ACTIONBAC	Widths: 4/5m Backing: ACTIONBAC	Widths: 4/5m Backing: ACTIONBAC	Widths: 4/5m Backing: ACTIONBAC
More Details	More Details	More Details	More Details	More Details

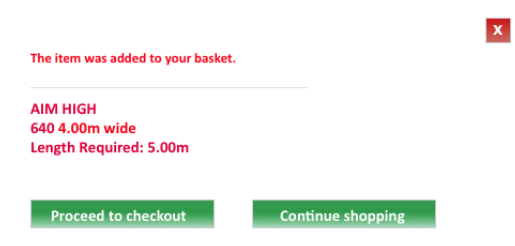
3. Click on the picture of the product or More Details and all the design options in that range will be displayed. Note the following
 - a. Width is defaulted to the smallest width – click on the arrow next to the width to show other widths available.
 - b. The cost shown is the cost to you as per your agreed terms.



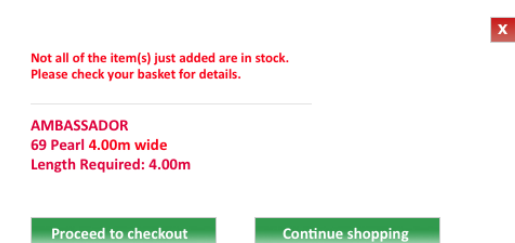
4. To place a simple order or to check Stock

- a. Key in the length required.

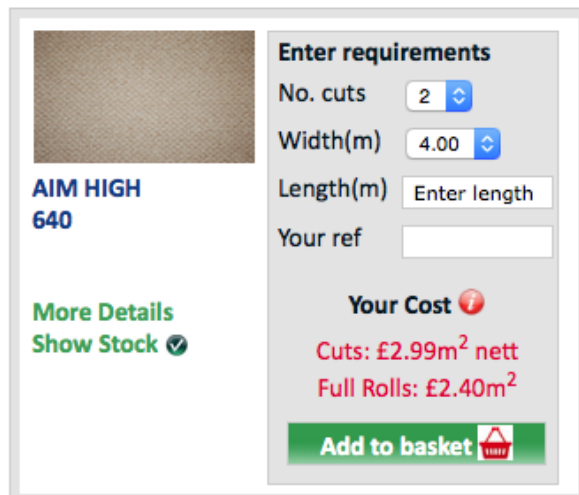
- b. Click Add to Basket – If the item is in stock it will be confirmed.



- c. If not in Stock a warning message will be displayed.



- d. To order multiple cuts, alter the number of cuts



AIM HIGH 640

[More Details](#)
[Show Stock](#) ✓

Enter requirements

No. cuts

Width(m)

Length(m)

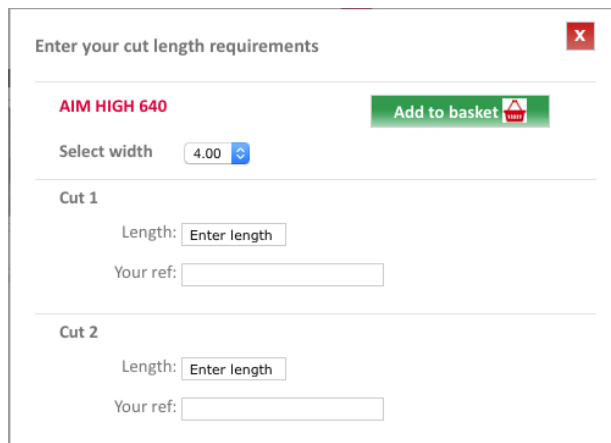
Your ref

Your Cost ⓘ

Cuts: £2.99m² nett
Full Rolls: £2.40m²

[Add to basket](#)

You are then given the opportunity to add a number of lengths and differing references for each one if required. Note that the Web Site will always try to cut all items from the same roll so ensure that the total length required is within a reasonable roll length.



Enter your cut length requirements ✕

AIM HIGH 640 [Add to basket](#)

Select width

Cut 1

Length:

Your ref:

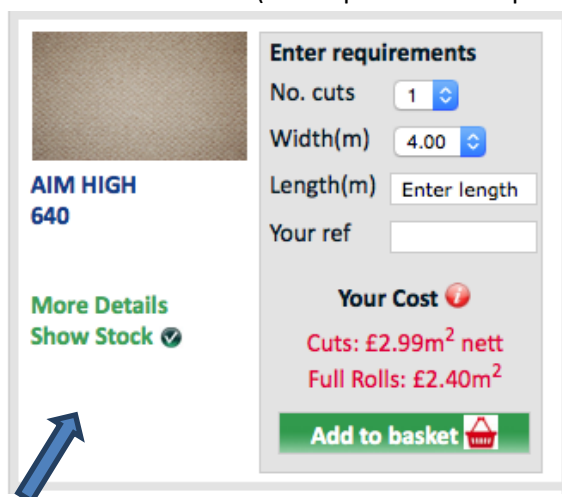
Cut 2

Length:

Your ref:

5. Viewing Stock to Select a Roll or part roll

- a. Click on More details (or the picture of the product)



AIM HIGH 640

[More Details](#)
[Show Stock](#) ✓

Enter requirements

No. cuts

Width(m)

Length(m)

Your ref

Your Cost ⓘ

Cuts: £2.99m² nett
Full Rolls: £2.40m²

[Add to basket](#)

b. The stock detail screen is displayed

Stock Detail Product Detail

AIM HIGH 640

Add to basket

Enter cut lengths:

Select Width: 4.00

Guarantees

5yr STAIN 5yr WEAR

Cut 1: Enter length

Your Ref:

Add another cut >>

ANY CUTS FOR THE SAME PRODUCT AND WIDTH WILL BE ASSUMED AS HAVING TO BE TAKEN FROM THE SAME ROLL.

Roll balances available *Remote warehouse

Length	Width	Your Cost	Colour Match	Select Half Roll	Select Full Roll	Your ref
2.38 m	4.00m	£2.40m ²	NB	<input type="checkbox"/>	<input type="checkbox"/>	
5.05 m	4.00m	£2.40m ²	NB	<input type="checkbox"/>	<input type="checkbox"/>	
17.00 m	4.00m	£2.40m ²	88904404	<input type="checkbox"/>	<input type="checkbox"/>	

Full rolls available *Remote warehouse

Length	Width	Your Cost	Colour Match	Select Half Roll	Select Full Roll	Your ref
25.00 m	4.00m	£2.40m ²	Est 15/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	
25.00 m	4.00m	£2.40m ²	Est 15/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	
25.00 m	4.00m	£2.40m ²	Est 15/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	
25.00 m	4.00m	£2.40m ²	Est 15/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	
25.00 m	4.00m	£2.40m ²	Est 15/06/2015	<input type="checkbox"/>	<input type="checkbox"/>	

Add to basket

c. From this screen you have a number of options

- Click on the picture to see an enlarged image
- Enter cut length orders
- Select a part roll balance
- Select a full roll or a half roll is allowed.
- See more product details

Stock Detail Product Detail

AIM HIGH 640

Description: 5/32" POLYPROPYLENE LOOP PILE

Widths: 4m

Pattern Repeat: Not Applicable

Tog Rating: 1.3

Backing: TEXFLOR FELT

Pile Content: 100% POLYPROPYLENE

6. Completing Your Order


- a. Click on Your Basket, full information will be displayed.

Shopping Basket
Home > Shopping Basket

REMOVE	PRODUCT	LENGTH/QTY	COLOUR MATCH	STOCK STATUS	YOUR REF	LINE VALUE (Ex VAT)
<input type="checkbox"/>	AMBASSADOR 69 PEARL 4.00 2-Ply 100% Polypropylene Heather Saxony	5.00 m	Colour Match: 1	Contact Us		239.20
<input type="checkbox"/>	AMBASSADOR 69 PEARL 4.00 2-Ply 100% Polypropylene Heather Saxony	4.00 m	Colour Match: 1	Contact Us		191.36
<input type="checkbox"/>	AIM HIGH 640 4.00 5/32" Polypropylene Loop Pile	5.00 m		In stock		59.80

ANY CUTS FOR THE SAME PRODUCT AND WIDTH WILL BE ASSUMED AS HAVING TO BE TAKEN FROM THE SAME ROLL.

*Remote warehouse

Update basket 


- b. At this point you can opt to remove out of stock items, by clicking the box in the first column headed 'Remove' and "update basket" or leave them on order.
- c. Remove any items that show "Contact us" by clicking the Remove box and update basket (will re-display from confirmation). The Proceed to checkout will not display until all "contact us" items have been removed. You will need to call us to discuss these orders.

Shopping Basket
Home > Shopping Basket

REMOVE	PRODUCT	LENGTH/QTY	COLOUR MATCH	STOCK STATUS	YOUR REF	LINE VALUE (Ex VAT)
<input type="checkbox"/>	AIM HIGH 640 4.00 5/32" Polypropylene Loop Pile	5.00 m		In stock		59.80

ANY CUTS FOR THE SAME PRODUCT AND WIDTH WILL BE ASSUMED AS HAVING TO BE TAKEN FROM THE SAME ROLL.

*Remote warehouse

Update basket 


Proceed to checkout

- d. Click Proceed to Checkout & Select the delivery address to be used.

Please Select Your Delivery Address
Home > Shopping Basket > Delivery Address

MCD SCOTLAND
TANNOCHSIDE PARK, UDDINGSTON

G71 5PD

Deliver to this address 

- e. Select a delivery date & accept the order, note the earliest delivery date is shown in Red, non-delivery days are dimmed and cannot be selected.

Please Confirm Your Order
 Home > Shopping Basket > Delivery Address > Confirm Order

ANY CUTS FOR THE SAME PRODUCT AND WIDTH WILL BE ASSUMED AS HAVING TO BE TAKEN FROM THE SAME ROLL.

*Remote warehouse

PRODUCT	LENGTH/QTY	COLOUR MATCH	STOCK STATUS	YOUR REF	LINE VALUE
AIM HIGH 640 4.00 5/32" Polypropylene Loop Pile	5.00m		In stock		59.80
ORDER TOTAL(Ex VAT)					59.80

Dispatching to: **MCD SCOTLAND**
 TANNOCHE PARK, UDDINGSTON
 G71 5PD

Change delivery address

Select Delivery Date: 17-06-2015

June 2015

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2015

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Accept Order

- f. You will be sent an email confirming the order has been placed.

7. Other Order Types

- a. Underlays are shown as a list without pictures.

Filter by category

- ☐ ACOUSTIC FOAM
- ☐ BALL & YOUNG PU
- ☐ CARPENTER PU
- ☐ CLOUD 9 APT
- ☐ CRUMB RUBBER
- ☐ FELT UNDERLAYS
- ☐ LIFESTYLE FLOORS
- ☐ LVT CLIC & LOC
- ☐ OWN LABEL PU
- ☐ OWN LABEL RUBBER
- ☐ PAPERFELT
- ☐ QUICK-STEP
- ☐ SPONGE RUBBER
- ☐ UNDERFLOOR HEATING
- ☐ WOOD & LAMINATE


Underlay

Displaying 1 to 40 of 40

Products per page View All

CLOUD 9 APT Underlays	Description	Weight	Size m ²
CAVIAR & CHAMPAGNE 11MM	Luxury Use	1912gr/m2	10m2
CAVIAR & CHAMPAGNE 9MM	Luxury Use	1586gr/m2	15m2
CLOUD 9 CIRRHUS 9MM	Luxury Domestic	1042gr/m2	15.07M2
CLOUD 9 CONNOISSEUR 10MM	Luxury Domestic	1466gr/m2	15.07M2
CLOUD 9 CONNOISSEUR 8MM	Luxury Domestic	1194gr/m2	15.07M2
CLOUD 9 CONTRACT 8MM	Heavy Contract	1334gr/m2	15.07M2
CLOUD 9 CUMULUS 11MM	Prestigious Luxury	1241gr/m2	15.07M2
CLOUD 9 NIMBUS 7MM	General Domestic	843gr/m2	15.07m2

- b. Click on the range name for more details



Click here to enlarge image

Your Cost
£38.99 per roll

Suitability
HEAVY DOMESTIC.

Matrix Converter

Other Designs Available

Stock Detail Product Detail

CAVIAR & CHAMPAGNE 11MM 11MM - 10M2 PER BAG

Add to basket

Enter rolls required:

Rolls: Enter qty

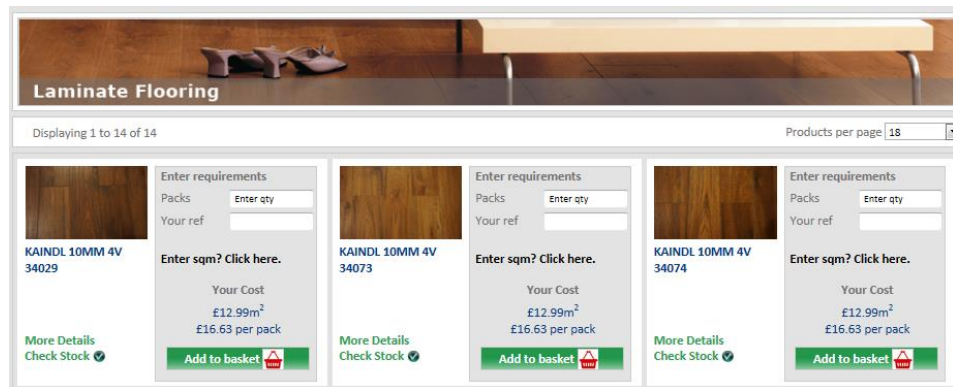
Your Ref:

Add to basket

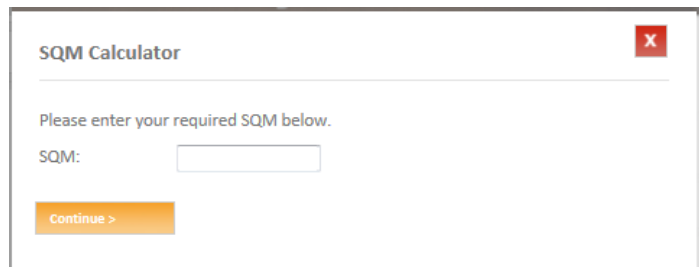
- c. Select number of rolls required and add to basket

d. **Wood & Laminate**

i. Price Shown per m2 and per pack



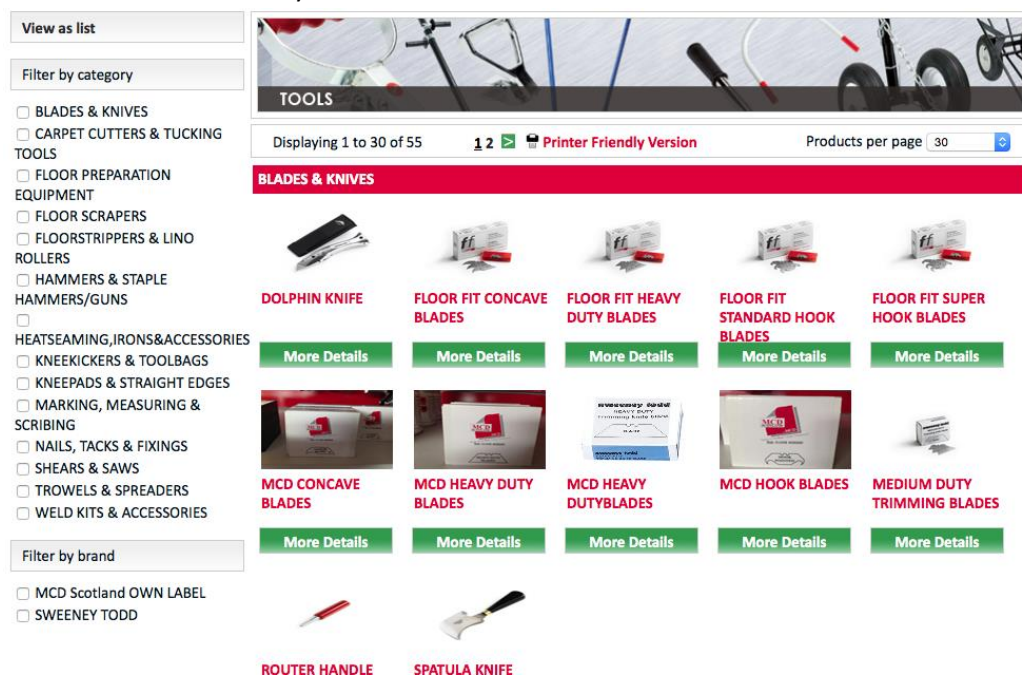
ii. Full pack orders only allowed or enter in m2 and the Web site will round up to full packs.



iii. Matching Accessories are shown at the bottom of the screen can be click on to order.



e. **Tools** - Order easily the correct tools with pictures and descriptions, use the filters to narrow your search.



Most important do not forget to update your basket and accept the order!

Section 3 Special Offers

Click on Special Offers view Discontinued & Job List Bargains.
Use the filters to narrow your search
Click on a product name or image to display the rolls available with values!

Filter by category

☐ Carpet

☐ Carpet Tiles

☐ Contract - Non Roll

☐ Contract - Roll

☐ Contract Carpet

☐ Domestic Vinyl

☐ Miscellaneous - Non Roll

☐ Miscellaneous - Roll

☐ Rug

☐ Wood, Laminate & LVT

Filter by offer type

☐ Discontinued

☐ Regular Roll

☐ Special Offer

Filter by product type

☐ 100% Wool Berber

☐ Bathroom

☐ Berber

☐ Cord

☐ Cut & Loop

☐ Cut Pile Print

☐ Fibrebonded

☐ Graphic

☐ Laminate

☐ Loop Pile Print

☐ Luxury Vinyl Tiles

☐ Miscellaneous

☐ Natural




☐ Saxony


☐ Shag

Special Offers

Displaying 1 to 30 of 652 1 2 3 4 5 Products per page 30

Carpet

Product Description	Rolls	Short Rolls	m ² Price	Offer Type	Type
ADVENTURE TWIST 1000 BEIGE Width: 4.00m		1	£3.58 Nett *	D	Twist
ADVENTURE TWIST 3400 RUST Width: 4.00m	18	1	£3.58 Nett *	D	Twist
ADVENTURE TWIST 5500 BORDEAU Width: 4.00m		2	£3.58 Nett *	D	Twist
ADVENTURE TWIST 996 CHOCOLAT Width: 4.00m	31	4	£3.58 Nett *	D	Twist
 AINTREE & ASCOT AINTREE 110 Width: 4.00m	1		£2.38 Nett *	R	Cord
 AINTREE & ASCOT AINTREE 154 Width: 4.00m	1		£2.38 Nett *	R	Cord
 AINTREE & ASCOT AINTREE 158 Width: 4.00m	1		£2.38 Nett *	R	Cord



Click here to enlarge image

IDEAL

CREATIVE FLOORING

Suitability GENERAL DOMESTIC

Special Detail

AINTREE & ASCOT AINTREE 110 MOON ** Regular Offer **

[Return to summary](#)

Description: 1/10" TRISTAR POLYPROP LOOP PILE BERBER

Widths: 4/5m

Backing: FELTBAC

Pile Content: 100% POLYPROPYLENE

Pile Weight: 405gr/m2

Roll balances available

Length	Width	m ² price	Line value	Select	Your ref
No roll balances available.					

Full rolls available

Length	Width	m ² price	Line value	Select	Your ref
29.00m	4.00m	£2.38	£276.08	<input type="checkbox"/>	

Add to basket

Section 4 My Account

1. From the home page click my account and get the Account detail page

My Account
Home > My Account

Company Details
Account Number:
Email Address:
Update Email Address:
Tel:
Mobile:
Show Prices: ☒
Update details

Change Password
Username:
Current Password:
New Password:
Confirm New Password:
Update password

View Outstanding Account Balances >
Latest Orders
Placed: 08/06/2015 Your Ref: . Our Ref: 2805172
Placed: 08/06/2015 Your Ref: . Our Ref: 2805171
Placed: 03/08/2011 Your Ref: . Our Ref: 2209273
View orders placed in last 2 weeks >
View undelivered orders >
Search orders >

Notifications
Web Order Confirmation by email
☒ Always
☐ Never
☐ Ask
Update
Your Rep
DORMANT Tel:

2. Basic Features include

- a. Update your email address
- b. Change your password
- c. Control whether you get order confirmations or not.

3. Account Details Key Facilities

- a. **View Outstanding Account Balances** & request email copies
- b. Email a copy statement

My Statement
Home > My Account > Outstanding Account Balances

Company Name:
Account:
Printer Friendly

Displaying 1 to 1 of 1 transactions

Date	Type	Reference	Your Ref	Debits	Credits	Balance	Email Copy
01/03/15	Invoice	01133301		118.30		118.30	<input type="checkbox"/>

Email Statement **Email Selected Documents**

4. View your most **Latest Orders** in more detail – click on any order shown to display the order details & status – you can even view the Proof of Delivery

My Orders
Home > My Account > My Orders > Order Detail

[Click here to search again.](#)

*****In Despatch*****

Order Number			
Account Number		Order Reference	.
Order Status			
Name			
Delivery Address			

Product	Design	Width	Length/Quantity
SF ROYALE	09 ERMINE	4.00	0.70

Cost Price		Required by	10/06/2015
Goods Value(Ex VAT)	35.53		

Please Note: All dates specified are anticipated dates.

5. View all **Orders Placed in last 2 Weeks** & the status of those orders or just **View Undelivered Orders**.

Your search returned the following results. [Click here to search again.](#)

Displaying 1 to 5 of 5

Order number	Status	Date	Quantity	Product	Design	Width	Reference
12757214	In Despatch	27/02/2015	5.90	APOLLO PLUS	CREAM SILK	5.00	CONLEY
12757213	In Despatch	27/02/2015	5.90	APOLLO PLUS	CREAM SILK	5.00	CONLEY
12755768	Invoiced	26/02/2015	3.35	ELEGANCE	6637096	2.00	DARREN
12744554	Invoiced	23/02/2015	2.45	STAINFREE TWEED	YORKSTONE	5.00	DARREN
12741203	Invoiced	20/02/2015	4.45	SECURA	OAK COUNTRY	3.00	STEED

To view detailed information please click on the required order number.

6. Search your orders by various methods including your order number & Invoice Number.

My Orders
Home > My Account > My Orders

Please select your filters from the list below, then click on the "Search" button. Alternatively, search on either invoice number or your order reference number.

Delivery Account Number:	
Date Range:	Less Than 2 Weeks Ago
Order status:	All
Search	

Invoice number:	
Search by invoice	

Your reference number:	
Search by reference	